

EPC meeting 12/08/2014

Presents: Grégoire Smolik, Clément Javerzac-Galy, Volker Zagolla, Michael Reinke, Gaël Osowiecki, Mohamed Sabry

Agenda:

BBQ debrief, website/wiki, recruiting, IYL, Photonics day, next semester/events

Discussed:

BBQ	Greg	Containers to maintain the ice next year? Good feedbacks in general <i>(write figures onto wiki)</i>
Website	Clement	Wiki is ready, now needs to be filled by members <i>(to be updated)</i>
Recruiting	Clement	Recruiting of new optics master students to be done next September <i>(figure out when to do presentation)</i> <i>(make presentation)</i> <i>(slide)</i> Add subscription paper in the paperwork of new PhD students
Photonics Day	Mohamed in charge	Rolex, Friday Beer from OM? Same as last year
IYL	Clement/Mohamed	To be started SPIE deadline Shoot to cathedral with laser? A lot to do Gather the forces for now Ideas?
Next POB in Neuch	Gael	Call the company Reserve the room Beginning of September, date to be defined Start visit at 16h30 and POB after
traveling lecture	Michael	November Room reservation

Follow-up:

Who	What	State
Gregoire	Write figures about BBQ onto wiki, for next year organization	0
Everyone	Fill in wiki on intranet website	0
Clement, Gael	Define a date for recruiting speech with professors Prepare presentation	
	Add subscription paper to EPC in the paperwork of new PhD students	0
Mohamed	Organization of Photonics Day 2014	<i>Food Drinks Poster award Gifts Other</i>
Clement	IYL (first meeting to be organized) SPIE Grant (Mohamed)	
Michael (support: Volker)	- POB : <ul style="list-style-type: none"> Insist on presentation of the lab. Provide a template in emails Insist on specific method/technique Insert a note in POB emails: "if you want to make a presentation, tell us!" 	To be completed
Volker	We still have to find a "verificateur de compte" within the EPC: send email	Not yet found: email to be sent
Mohamed	Add a subscribe button Change EPC page name	Done. To be improved
Gael/ Gregoire	<ul style="list-style-type: none"> POB Neuchatel (Gregoire) Combined with company visit (Gael) 	Organization should start Call company for visit Date to be defined for advertisement
Gael	Change osa@epfl.ch for epc@epfl.ch	Not possible=> To be forwarded Ask Cathy new email address epc and spie
Michael	Traveling lecture	Room reservation
Ali	Update Facebook page regularly	...

Remark:

General: